



Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

December 27, 2003

Donna Davis  
4115 Troy Rd  
Delaware, OH 43015

Dear Donna,

Enclosed is the progress report showing the results of the modules you have completed so far and the chorus evaluations I received earlier this month. As indicated on the progress report, you have 3 module tests to complete and the conducting evaluation to be done by a member of the region musical education staff.

I will be attending Winter Warm-up, so if you would like to take any of the tests let me know. I cannot get there until late Friday, but we may be able to find some time on Saturday.

Looking forward to helping you complete your DCP testing and attain your certified director goal.

In Harmony,

A handwritten signature in blue ink that appears to read "Rita".

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Pat Berry, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
file



**Sweet Adelines International  
Director Certification Program  
Progress Report**

CONFIDENTIAL

Report for fiscal year 200 3 - 200 4

CONFIDENTIAL

DCP Member's Name Donna Davis Region # 4  
Chorus Name Ohio Heartland

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

       1. **Conducting** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

Date of evaluation:                                 

8.0 2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

Date of evaluation: 1-17-03

       6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam:                                 

7.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: 10-3-03

       9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam:                                 

       10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

Date of evaluation: 10-3-03

Score Part 1:        Score Part 2: 5.0

Enter total score above.

**MANAGEMENT/COMMUNICATION SKILLS**

       3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam:                                 

       4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation:                                 

Score Part 1:        Score Part 2:         
(Max. 10 pts.) (Max. 5 pts.)

Enter Part 1 or Part 2 above. Do not total both scores.

       5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation: 10-3-03

Score Part 1:        Score Part 2: 3.0  
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

       8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: 10-3-03

Score Part 1:        Score Part 2: 4.5  
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.



Director Certification Program  
Progress Report

Page 2

SCORE REQUIREMENTS

Approved Director: Combined scores of at least 50 points in all ten skill areas

Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in musical/technical skills, and at least 26 points in management/communications skills

Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

20.5 Total score received in musical/technical skills

7.5 Total score received in management/communication skills

27.5 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months: Winter Warmup - Jan. 2003 ; Director Seminar - Oct 2003  
Regional Competition - Apr 2003

COMMENTS BY DCP COORDINATOR:

Progressing very well!

STATUS

1-17-03 Date applied to DCP  
2-25-03 Date advanced to Approved Director  
Date recommended to Certified Director  
Date recommended to Master Director  
10-19-03 Date reaffirmed at current status

Date: 10-19-03 Signed: Lita A. Tucker Region # 4  
DCP Coordinator

cc: DCP Participant  
Music Services Department  
DCP Coordinator

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Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_





Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

October 19, 2003

Donna Davis  
4115 Troy Rd  
Delaware, OH 43015

Dear Donna,

Enclosed is the progress report showing the results of the modules you have completed so far and the modules yet to be completed.

Congratulations on completing these modules. I have submitted the evaluations to your chorus president, Bonnie Joseph, and will compile the results of the surveys as soon as they are returned to me.

I look forward to working with you in the future to attain your goals. Congratulations on being picked to attend the first ever new director seminar in Tulsa. What an opportunity to learn from the top notch instructors that Sweet Adelines International has to offer. Have a great time.

In Harmony,

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Pat Berry, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
file





Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

October 19, 2003

Bonnie Joseph, President  
Ohio Heartland Chorus  
135 South Hempstead Rd  
Westerville, OH 43081

Dear Bonnie,

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills of Sweet Adeline Chorus Directors. Your current director, Donna Davis, is enrolled in this program.

Four modules of the current DCP require that teaching, communication, management and rehearsal planning skills of the Director DCP participant be evaluated by chorus members. These evaluations are to be completed by six board members selected by the chorus president and six chorus members selected by the DCP participant.

Enclosed are the evaluation forms to be used for these four modules. Please distribute the forms as instructed and collect them when completed. It is important that the responses be kept confidential. Completed forms should be returned to me. I will compile the results and submit a progress report to Donna.

We appreciate Donna's participation in the DCP and your support of her efforts. I am looking forward to helping her achieve her goals in the program. If you have any questions, feel free to contact me.

In Harmony,

Rita Tucker  
DCP Coordinator

cc: Pat Berry, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
file



**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 200 2 - 200 3

**CONFIDENTIAL**

DCP Member's Name Donna Davis Region # 4  
Chorus Name Ohio Heartland

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

       1. **Conducting** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

Date of evaluation:                                 

80 2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

Date of evaluation: 1-17-03

       6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam:                                 

       7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam:                                 

       9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam:                                 

       10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

Date of evaluation:                                 

Score Part 1:        Score Part 2:       

Enter total score above.

**MANAGEMENT/COMMUNICATION SKILLS**

       3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam:                                 

       4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation:                                 

Score Part 1:        Score Part 2:         
(Max. 10 pts.) (Max. 5 pts.)

Enter appropriate score above.

       5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation:                                 

Score Part 1:        Score Part 2:         
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

       8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation:                                 

Score Part 1:        Score Part 2:         
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.



SCORE REQUIREMENTS

Approved Director: Combined scores of at least 50 points in all ten skill areas

Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in musical/technical skills, and at least 26 points in management/communications skills, and must have received director's educational training during the past 12 months

Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

8.0 Total score received in musical/technical skills

- Total score received in management/communication skills

8.0 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: Winter Warmup - Jan. 2003

COMMENTS BY DCP COORDINATOR: \_\_\_\_\_

STATUS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date applied to DCP  
Date advanced to Approved Director  
Date recommended to Certified Director  
Date recommended to Master Director  
Date reaffirmed at current status

Date: 1-26-03

Signed: Lita A. Success  
DCP Coordinator

Region # 4

cc: DCP Participant  
Music Services Department  
DCP Coordinator

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Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_





Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

January 26, 2003

Donna Davis  
4115 Troy Rd  
Delaware, OH 43015

Dear Donna,

Congratulations on completing the Analytical Listening test for the Director Certification Program at Winter Warmup. Enclosed is a copy of the progress report showing your score for the test and listing the modules needed to complete the program.

As soon as I receive notification from International that you have been accepted into the program, I will forward a copy of the progress report to them. International keeps records of all progress reports and the status of each DCP participant.

Testing will be made available at all regional meetings. If you are interested in completing any test, contact me ahead of any regional event to set up a time to meet. Part of the program involves evaluations by your chorus members in the areas of teaching, management, communications and rehearsal planning. When you are ready for the chorus to complete these evaluations, contact me and I will forward them to your president. Six members selected by you and six members selected by the president will be asked to complete the evaluations.

I am looking forward to working with you on completing the DCP modules and attaining your goal. Please contact me if you have any questions or concerns.

In Harmony,

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Pat Berry, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
file



**DIRECTOR CERTIFICATION PROGRAM**  
**SELF-EVALUATION FORM**  
**CONFIDENTIAL**

Instructions: Please complete this form and send it to your DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name Ohio Heartland Region # 4 Date 3/3/03  
Name Donna Davis Home Phone 740-369-3594  
Address 4115 Troy Rd Work Phone \_\_\_\_\_  
Delaware OH 43015 Fax \_\_\_\_\_ Email DM Farmhouse@aol.com

I am currently serving as a Sweet Adelines International chorus:

☒ Director/Co-director      ☐ Associate/Assistant Director      ☐ Candidate

Using a numerical rating from 1-5 (1 = low and 5 = high), please rate your level of proficiency in each of the following skill areas:

- 3 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 3 2. Analytical Listening - Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production
- 2 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 2 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 3 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 2 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 2 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 3 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 2 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 2 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning



## Memo

Date: February 25, 2003

To: Rita Tucker, DCPC #04

From: *Pat* Pat C. Berry, Music Services Assistant/DCP

Re: Director Certification Program

Enclosed is information on Donna Davis who has enrolled in the Director Certification Program. Please make contact as soon as possible introducing yourself as the DCP Coordinator for your region.

You will also want to make certain that all DCP members are notified when the region has testing sessions, training sessions, or classes for directors.

If a DCP participant's classification changes (e.g., is no longer a director or assistant director), moves to another region, or changes chapters, please let me know.

Enclosures

:pb

cc: Lynn Hartmuth, ED #04